



Family Orientation Slideshow

Use left and right arrow keys to navigate

Sierra Nevada Children's Services is a private, community-based nonprofit child care resource and referral agency that has served families, early care and education professionals and the community since 1978.



Child Care Subsidy

- ❖ Assist you with child care payments

Resource & Referral

- ❖ Find quality early care and education that meets the needs of your family

Child Development

- ❖ Workshops and trainings for parents and early educators
- ❖ Child development resources from the Lending Library





Find resources... ask us and we will guide you in the right direction...

- **Sierra Nevada Children's Services** www.snccs.org
- **Nevada County Community Resource Directory** www.dial211.com
- **Megan's Law** www.meganslaw.ca.gov

The Parent Guide includes information about:

- **Funding programs**
- **Your options for child care**
- **Eligibility requirements**
- **General rules and regulations**
- **Share of child care costs**
- **Complaint procedures**
- **Confidentiality**

Your options for accessing the Parent Guide:

- **A copy is included in your orientation folder**
- **Request a copy from your Family Support Specialist**
- **Check our website at www.snCS.org (Parents>Program Specifics)**
- **Our website always has the most current version**

Your Choices:

- Child Care Centers
- Family Child Care Homes*
- License Exempt Centers
- TrustLine
- Relatives



Contacts:

- Community Care Licensing: 916.263.5744
- TrustLine: 800.822.8490

* If your funding is FCCH Network you are eligible for Network educators only.

- ❖ Care that occurs in the child's home with a License Exempt Provider (LEP).
- ❖ The parent is considered the employer.
- ❖ The parent is responsible for complying with state and federal laws as an employer (i.e., paying the provider minimum wage).
- ❖ More information is available at SNCS to parents who choose this option.



Reimbursement is limited to 1 early educator per child, with the following exceptions:

- **When a family's first provider is not a licensed center and the parent also chooses a licensed center for large group school readiness experiences.**
- **When the hours of operation of the family's first provider cannot accommodate the certified need for child care.**
- **When the child is ill and the parent has to obtain care from an alternate provider; payment to an alternate provider is limited to 10 days per child per fiscal year.**
- **When the regular provider has a paid or non-paid day of non-operation and the parent has to obtain an alternate provider.**

Maximum reimbursement to your early educator is based on the following:

- ❖ **The age(s) of your child(ren)**
- ❖ **Your certified need for child care**
- ❖ **Type of child care you choose (Center, Family Child Care Home, TrustLine/Relative)**

Eligibility for services is based on:

- ❖ Your family size
- ❖ Your adjusted gross monthly income
- ❖ Your need for child care
- ❖ If you obtain assets valued over one million dollars you will not meet eligibility requirements.

Family size includes:

- * All parents in the household**
- * All children under 18 years of age, for whom the parents are responsible, who live in same household as the child receiving services**

Documentation is required to support the number of adults and children in your family size

Parent is defined as... *biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, domestic partner as defined in Family Code section 297, or any other adult living with a child who has responsibility for the care and welfare of the child.*

(Title 5, Division 1, Chapter 19, Subchapter 3, Article 1, Section 18078)

Example 1: Family Size of 4



Mother



Father



Child from a
previous
relationship



Child in
common

Example 2: Family Size of 2



Mother



Boyfriend



Child from a
previous
relationship

*** The mother's
boyfriend does not
accept
responsibility for
the care and
welfare of the
child ***

Example 3: Family Size of 3



Mother



Boyfriend



Child from a
previous
relationship

*** The mother's boyfriend does accept responsibility for the care and welfare of the child ***

Example 4: Family Size of 1



Guardian & Child

*** When a child and his/her siblings are living in a family that does not include their biological or adoptive parent, only the child and related siblings shall be counted to determine the family size ***

Adjusted monthly income:

The family's total countable income, minus verified child support payments paid by the parent whose child is receiving services, excluding non-countable income sources.

What income to report:

All income that is received in the previous 12 months. SNCS will determine what is counted and what is not.

**Documentation of income:**

All reported income must be verified by documentation of the income, including any child support that is received.

- ✓ **Wages, salary, commissions, overtime, bonuses, tips**
- ✓ **Wages for migrant, agricultural, or seasonal employment**
- ✓ **Gross income from self employment, less business expenses with the exception of wage draws**
- ✓ **Public cash assistance**
- ✓ **Disability or unemployment compensation**
- ✓ **Worker's Compensation**
- ✓ **Child or spousal support**
- ✓ **Gambling or lottery winnings**
- ✓ **Survivor benefits & retirement benefits**
- ✓ **Dividends, interest on bonds, income from estates or trusts, net rental income or royalties**

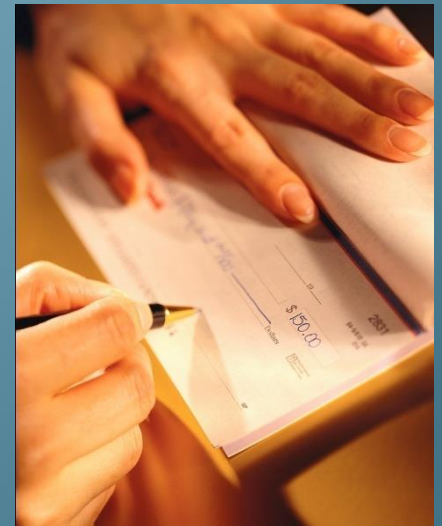
- ✓ **Rent for room within the family's residence**
- ✓ **Foster grants for children receiving foster care services; or other financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent**
- ✓ **Inheritance**
- ✓ **Veteran's pension; other pension or annuities**
- ✓ **Allowances for housing or automobiles provided as part of compensation**
- ✓ **Portion of student financial aid provided for living expenses**
- ✓ **Insurance or court settlements for lost wages or punitive damages**
- ✓ **Net proceeds from the sale of real property, stocks, or inherited property**
- ✓ **Other enterprise for gain**

What is a Family Fee?

- ❖ A family fee is a co-payment based on your family size and income
- ❖ Your fee is applied to the funding that is received by SNCS from the State and reimbursed to early educators

How are Family Fees billed?

- ❖ Billing is based on the child using the most care
- ❖ Full time is 30 or more hours per week; part time is less than 30 hours per week
- ❖ Adjustments will not be made for absences, or actual use of child care
- ❖ Family fees are billed monthly, prior to the month services are rendered
- ❖ Payments must be made by check, money order, or online using PayPal





Will I have any other expenses?

Yes, if...

- Your early educator charges more than your benefit level. To view the Regional Market Rate (RMR) ceilings for Nevada County you may go to: <http://www.cde.ca.gov/fg/aa/cd/ap/index.aspx>.
- Your early educator requires advance notice to end services, but your child is not attending.
- You have used the maximum number of Best Interest Days, Family Emergency Days, or Unexcused Days.
- Your early educator charges registration fees, activity fees, diaper fees, transportation costs, and other costs that are not included in the early educator's base fee.
- California does not pass a state budget on time and SNCS is unable to reimburse your early educator.

So, make sure ...

- You discuss the possibility of co-payments with your early educator
- You consider these expenses in your monthly budget

Need Criteria:

- ❖ **Employment or Self Employment**
- ❖ **Seeking Employment**
- ❖ **Vocational Training**
- ❖ **Parental Incapacity**
- ❖ **Children are at risk of abuse, neglect, or exploitation**
- ❖ **Seeking Permanent Housing (basis of eligibility is homelessness)**

Documentation:

- ❖ **Depends on your need for services**
- ❖ **Must demonstrate the days and hours of your need**
- ❖ **Employers will be contacted to verify employment information**
- ❖ **Required if your need or schedule changes**

Vocational training must lead directly to a recognized trade, paraprofession, or profession

Services will be limited to:

- ✓ *Six years* from the initiation of services for the purposes of training; or
- ✓ *Twenty four semester units*, or its equivalent, after the attainment of a Bachelor's Degree



You will be required to make adequate progress, which is defined as:

- **In a graded program, earn 2.0 GPA; or**
- **In a non-graded program, pass the program's requirements in at least 50% of the classes or meet the training institution's standard for making adequate progress**

The first time you do not meet the above condition your services may continue for one additional training period. If adequate progress has not been made at the end of this period services for the purpose of training will be:

- **Terminated; and**
- **Available to you after 6 months from the date of termination**

- Limited to 60 working days per fiscal year
- May be approved for 80 working days if you are concurrently receiving services for employment or training for at least 20 working days
- Child care is authorized for less than 30 hours per week, and no more than 5 days per week (M-F)
- You must sign a job search agreement prior to using services to seek employment
- Child care may not be authorized for 2 parents in a household to job search at the same time.

You must report changes to SNCS within 5 calendar days:

- **Family size**
- **Income**
- **Need**
- **Contact information**
- **Marital status**
- **Work or school schedule**
- **Child's school or early educator**
- **Vacations**



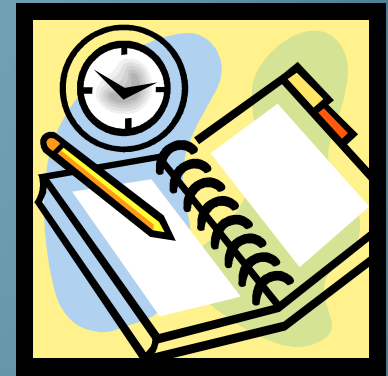
Please note: If you fail to notify SNCS of changes, or withhold information from SNCS you may be found guilty of fraud.



Approved Childcare Schedules

Your childcare schedule includes:

- ✓ **The days and hours of your need**
- ✓ **Travel time**
- ✓ **Study time if you are a student**
- ✓ **Sleep time if you are employed between 10:00pm and 6:00am**



Your childcare schedule will change if your schedule or need for services changes.

- ✓ Sign in and out on a daily basis.
- ✓ Indicate exact times only.
- ✓ Use ink only; no pencil.
- ✓ Do not use white out (cross out errors).
- ✓ Use full signatures only; no initials or partial signatures.
- ✓ Indicate exact absence reason with your signature on scheduled days that your child does not attend.
- ✓ Sign “Penalty of Perjury Statement” at the bottom.
- ✓ Provide signatures for all persons authorized to drop off or pick up.
- ✓ If you do not see your attendance sheet please ask your early educator for it right away.
- ✓ Incomplete daily entries cannot be fixed later, cannot be reimbursed and will become your responsibility.

Correct: Proper In/Out Times and Signatures

ATTENDANCE SIGN IN/OUT (See reverse for attendance record instructions)								
Date	Time In (AM/PM)	Full Signature	Time Out (AM/PM)	Provider Initials	Time In (AM/PM)	Provider Initials	Full Signature	Time Out (AM/PM)
Jul 1 Fri	8:29	[Signature]					[Signature]	5:06
Jul 2 Sat								
Jul 3 Sun								
Jul 4 Mon	8:32	[Signature]					[Signature]	5:02
Jul 5 Tue	8:28	[Signature]					[Signature]	4:57
Jul 6 Wed	8:22	[Signature]					[Signature]	4:53
Jul 7 Thu	8:00	[Signature]					[Signature]	5:00
Jul 8 Fri		out Sick						
Jul 9 Sat								
Jul 10 Sun								
Jul 11 Mon		out Sick						
Jul 12 Tue	8:12	[Signature]					[Signature]	4:52
Jul 13 Wed	8:19	[Signature]					[Signature]	4:54
Jul 14 Thu	8:21	[Signature]					[Signature]	4:51
Jul 15 Fri		out Sick						

ATTENDANCE CERTIFICATION	
I certify under penalty of perjury that child care services as recorded on this attendance record have been provided.	
Parent Full Signature: [Signature]	Date: 7-29-16
Provider Full Signature: [Signature]	Date:























Correct: Proper Absence Reasons

ABSENCES		
DATE	REASON(if sick, name illness) List reason/s for absence: flu, measles, broken arm, etc.	PARENT'S SIGNATURE
7-8-16	Sore throat, fever	[Signature]
7-11-16	Throwing Up	[Signature]
7-15-16	Broke Arm	[Signature]

Incorrect: Blank/Unexcused Absences

ATTENDANCE SIGN IN/OUT (See reverse for attendance record instructions)								
Date	Time In (AM/PM)	Full Signature	Time Out (AM/PM)	Provider Initials	Time In (AM/PM)	Provider Initials	Full Signature	Time Out (AM/PM)
Jul 1 Fri	8:29	J De					J De	5:06
Jul 2 Sat								
Jul 3 Sun								
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Jul 5 Tue	8:28	J De					J De	4:57
Jul 6 Wed								
Jul 7 Thu	8:22	J De					J De	4:53
Jul 8 Fri								
Jul 9 Sat								
Jul 10 Sun								
Jul 11 Mon	8:12	J De					J De	4:52
Jul 12 Tue	8:19	J De					J De	4:54
Jul 13 Wed	8:17	J De					J De	4:51
Jul 14 Thu								
Jul 15 Fri	8:14	J De					J De	4:48

Incorrect: Using Block Times

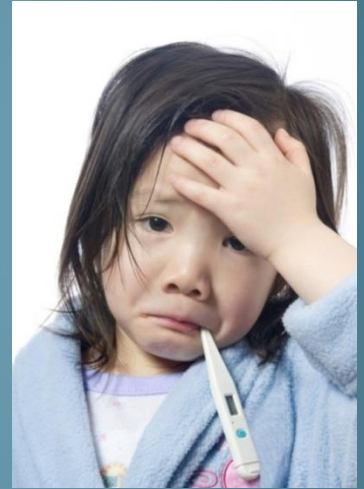
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Jul 1 Fri	8:00							5:00
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Jul 6 Wed	8:00							5:00
Jul 7 Thu	8:00							5:00
Jul 8 Fri	8:00							5:00
Jul 9 Sat								
Jul 10 Sun								
Jul 11 Mon	8:00							5:00
Jul 12 Tue	8:00							5:00
Jul 13 Wed	8:00							5:00
Jul 14 Thu	8:00							5:00
Jul 15 Fri	8:00							5:00

There are 2 types:

- ❖ **Excused Days**
- ❖ **Unexcused Days**

License exempt providers are not reimbursed for absences.

- ✓ Illness or quarantine of child or parent
- ✓ Medical appointments for child or parent
- ✓ Court ordered visitation
- ✓ Provider closures (10 per fiscal year)



Note: Verification from a physician will be required for absences in excess of 5 consecutive days due to illness

✓ Best Interest Days (10 per fiscal year)

- Visitation with a non-custodial parent that is not court ordered
- Parent/child vacation
- Visiting relative
- Any other day that the parent deems is in the best interest of the child to be absent from child care



✓ Family Emergencies (10 per fiscal year)

- Immediate need for treatment of any family member (other than child in care) by a physician or dentist
- Death of a family member; funeral or memorial service
- Catastrophic events, such as theft, fire, flood, weather, car trouble, impassable roads
- IEP (if child is required to be present)

- Any absence that is not included in the Excused Absence policy
- Reimbursement limited to 10 days per fiscal year
- Unexcused absences in excess of 10 per fiscal year may result in termination of services

2 types:

- ***Application for Services*** informs you of SNCS decision to approve or deny child care services.
- ***Recipient of Services*** informs you that eligibility requirements are no longer being met, the fee or the amount of services will be modified, fees have not been paid, or other changes have occurred.

Both NOAs provide you with an opportunity to appeal the decision.

A third termination NOA during a certification period will result in automatic termination from the program.

You will receive a Termination NOA if:

- **You fail to comply with the rules**
- **You do not report a change within 5 days**
- **You commit fraud**
- **You fail to respond to a request for documentation**
- **You do not pay your family fees on time**
- **You no longer meet eligibility requirements**
- **You request to end services**

Recertification:

- ✓ Once you are enrolled you must establish your need and eligibility at least once a year.
- ✓ Expect to receive a letter approximately 10 months from the date that you last enrolled or recertified.
- ✓ At your recertification please be prepared to provide your previous year's federal tax return.

Updates:

- ✓ Documentation of your need for services will be updated every 4 months if you are employed and your schedule is variable.
- ✓ Your application and approved child care schedule will be updated when you report changes.



Limited Term Service Leave

Available for families that will temporarily not have a need for services. SNCS is not responsible for child care reimbursement while you are on LTSL.

Reasons may include:

- **Medical & family leave**
- **School break**
- **Child's visitation with non-custodial parent**

Duration:

- **LTSL may be granted for up to 12 consecutive weeks.**
- **LTSL may be granted for up to 16 consecutive weeks for medical/family leave, or a period when vocational training is not in session.**
- **LTSL can only be taken once per fiscal year, regardless of the duration.**
- **Student parents may be eligible for more than one Limited Term Service Leave, not to exceed 16 weeks total, as long as the parent has a documented educational need following the Limited Term Service Leave.**

- ✓ As long as you are eligible based on your family size, income, and need for services
- ✓ As long as you comply with program regulations
- ✓ Until your child's 13th birthday (with a few exceptions)
- ✓ As long as funding is available





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Thank You